

SOLICITATION
SUMMER INTERNS – BUREAU FOR GLOBAL HEALTH
ISSUANCE DATE: February 8, 2006, 2005
CLOSING DATE: March 10, 2006 11:59 EST

LADIES AND GENTLEMEN:

SUBJECT: Solicitation for applicants for **8 unpaid Summer 2006 Internships – Bureau for Global Health**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified **U.S. Citizen graduate students** interested in receiving an internship as described in the attached solicitation.

Applicants interested in applying for this position **MUST** submit the following materials:

1. A Letter of Interest identifying the specific internship being applied for (e.g., “Internship No. 1 – Nutrition Division Health Analyst”) and addressing the Basic Requirements and Selective Factors and the Quality Ranking Factors (QRFs) listed in the solicitation, page 11.
2. A resume or Curriculum Vitae.

Applicants are responsible for submitting materials that are in accordance with the attached information at the place and time specified. There will be no exceptions. Applicants should retain for their records copies of all enclosures which accompany their applications.

Further, all applications **MUST** conform to the requirements of the “**WHERE AND HOW TO APPLY**” section, pages 12 of this solicitation.

Any questions on this solicitation or on contracting matters may be directed to:

Contact: GHInternships@usaid.gov

Any questions related to the statements-of-work for the student intern positions should be directed to GHInternships@usaid.gov.

Solicitation for Summer Interns – Bureau for Global Health

1. ISSUANCE DATE:	February 7, 2006
2. CLOSING DATE/TIME:	March 10, 2006 - 11:59 PM, EST
3. POSITION TITLE:	Summer Intern
4. MARKET VALUE:	unpaid
5. INITIAL PERIOD OF PERFORMANCE:	Approximately eight weeks (summer 2006)
6. PLACE OF PERFORMANCE:	Washington, D.C.
7. SECURITY ACCESS:	Employment Authorization
8. AREA OF CONSIDERATION:	Open to all U.S. Citizen Graduate Students

BACKGROUND

USAID is an independent federal government agency that receives overall foreign policy guidance from the Secretary of State. [Our Work](#) supports long-term and equitable economic growth and advances U.S. foreign policy objectives by supporting: economic growth, agriculture and trade; global health; and, democracy, conflict prevention and humanitarian assistance. USAID provides assistance in four regions of the world: Sub-Saharan Africa, Asia and the Near East, Latin America and the Caribbean, and Europe and Eurasia. With headquarters in Washington, D.C., USAID's strength is its field offices around the world. We work in close partnership with private voluntary organizations, non-governmental organizations, indigenous organizations, universities, American businesses, international agencies, other governments, and other U.S. government agencies. USAID has working relationships with more than 3,500 American companies and over 300 U.S.-based private voluntary organizations.

USAID's Bureau for Global Health (GH) confronts global health challenges through improving the quality, availability, and use of essential health services. USAID's objective is to improve global health, including child, maternal, and reproductive health, and the reduction of abortion and disease, especially HIV/AIDS, malaria, and tuberculosis. GH supports field health programs, advances research and innovation in selected areas relevant to overall Agency health objectives, and transfers new technologies to the field through its own staff work, coordination with other donors, and a portfolio of grants and contracts with an annual budget in excess of \$1.6 billion.

INTRODUCTION

USAID has 8 Summer 2006 internships available in the Bureau for Global Health (GH) located in Washington, D.C. This is an excellent opportunity for outstanding students interested in pursuing careers in international development. Interested students are encouraged to visit the GH Bureau website (http://www.usaid.gov/our_work/global_health/) to familiarize themselves with USAID's work.

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OBJECTIVE

The summer interns will provide support to the Bureau for Global Health (GH) in the areas of literature searches, data collection, research, analysis, review and preparing briefing papers, memoranda and position papers.

Unless otherwise described, the intern will utilize an IBM or IBM compatible desktop computer over a local area network (LAN) and must make analytical research/analysis, presentations and/or text documents using Microsoft's Office 2000 Suite (i.e., Excel, PowerPoint, Word).

STATEMENTS OF WORK *BY INTERNSHIP*

Eight (8) internships are being offered by the following three offices:

OFFICE OF HEALTH, INFECTIOUS DISEASE AND NUTRITION (THREE INTERNSHIPS)

The Office of Health, Infectious Diseases and Nutrition (HIDN) manages a diverse portfolio within the Bureau for Global Health (GH) through the work of four divisions: Nutrition, Health Systems, Infectious Diseases, and Maternal and Child Health. It is responsible for sector-wide strategic planning; technical leadership; coordination with external partners; and numerous operational programs in child survival, maternal health, nutrition/micronutrients, infectious diseases, environmental health, health policy, and health systems strengthening, monitoring, reporting, and performance management.

Internship No. 1 – Nutrition Division Health Analyst (graduate-level)

Introduction

The intern is assigned to the Nutrition Team of the Bureau for Global Health, Office of Health, Infectious Disease and Nutrition, Division of Nutrition.

The Nutrition Division is comprised of 14 professionals with a wide range of technical expertise and experience. The Division is responsible for technical leadership and direction in food and nutrition. Division teams focus on infant feeding and breastfeeding, micronutrients, food supplementation, and applied nutrition programming in the public, private and nonprofit sectors. Additionally, the Division houses the Child Survival and Health Grants Program which works closely with US-based PVOs in the areas of health, infectious disease, nutrition and reproductive health.

For more information, visit: http://www.usaid.gov/our_work/global_health/nut/index.html#.

The intern will serve primarily as a program analyst/assistant for the Nutrition Team, but may also carry out other Bureau-wide duties and collaborative research with other analysts in the Bureau. S/he will be supervised by the Division Chief, but will work closely with the entire team, including the Senior Nutritionist and colleagues from the Bureau for Global Health.

Qualifications

Qualified candidates will have completed at least one semester in an accredited MPH program and/or graduate program related to health. The applicant should possess writing skills and experience in research and analysis, including some experience (and comfort) in working with data.

Duties and Responsibilities

1. Assist the Nutrition Team in managing on-going regional projects and providing support to USAID mission-managed health activities, particularly in regards to analysis and dissemination of information related to regional health trends.
2. Working with the Division Chief and Senior Nutritionist, draft a review of USAID's infant and young child feeding strategy.
3. Prepare charts, briefing memoranda, position papers, correspondence and other analytical work as requested.
4. Attend programmatic-related events within and outside USAID as requested.

Internship No. 2 – Health Systems Division Health Analyst (graduate-level)

Introduction

The intern is assigned to the Health Systems Division (HSD) within the Office of Health, Infectious Diseases, and Nutrition. The HSD Team manages the global health systems projects in the areas of policy, financing, drugs, human resources, and information.

The intern will serve primarily as a research analyst/assistant for the HSD Team, but may also carry out other Bureau-wide duties and collaborative research with other analysts in the Bureau. S/he will be supervised by the Public Health Specialist Analyst, but will work closely with the entire team, including the Division Chief.

Qualifications

The applicant will be enrolled in a graduate program related to health. Qualified candidates will have writing skills, and experience in research and analysis, including some experience (and comfort) in working with data.

Duties and Responsibilities

1. Assist HSD Team in managing on-going projects and providing support to USAID mission-managed health activities
2. Collect data and draft a report on the trends in the mission's approach to health system. Identify ways that our division can react to mission needs.
3. Prepare charts, briefing memoranda, position papers, correspondence and other analytical work as requested.
4. Attend programmatic-related events within and outside USAID as requested.
5. Assist in the close-out of PHRplus project and the roll out of the new Health Systems 20/20 project
6. Provide input into the design of new projects in our division.

Internship No. 3 – Infectious Diseases Division Health Analyst (graduate-level)

Introduction

The intern is assigned to the Infectious Disease (ID) Division of the Bureau for Global Health, Office of Health, Infectious Disease and Nutrition.

To further strengthen USAID's ability to respond to the increasing threat of new and re-emerging infectious diseases, the Agency launched an Infectious Disease Initiative in 1998 with the support of the U.S. Congress. The Initiative focuses on preventing diseases, such as malaria and tuberculosis, while simultaneously strengthening the treatment and control programs that exist in the health care system and focusing on cross-cutting issues of building surveillance capacity and addressing antimicrobial resistance. In addition to supporting specific disease control efforts in particular countries when required, USAID also investigates other broader issues, such as the impact of nutrition and of micronutrient interventions on the control and prevention of infectious diseases.

Key areas of USAID's Infectious Disease Initiative targets a number of key priority areas:

- Development and implementation of strategies and interventions to understand, contain and respond to the development and spread of antimicrobial resistance
- Sustainable reduction in incidence of tuberculosis among key populations in selected countries
- Sustainable reduction of deaths due to malaria and incidence of other infectious diseases of major public health importance among key populations in selected countries
- Improvement in the capacity of selected countries to obtain and use good quality data for surveillance and effective response to infectious diseases

For more information, visit: http://www.usaid.gov/our_work/global_health/id/index.html#.

The intern will serve primarily as a program analyst/assistant for the ID Division, but may also carry out other Bureau-wide duties and collaborative research with other analysts in the Bureau. S/he will be supervised by the Division Chief, but will work closely with the entire team.

Qualifications

Qualified candidates will have completed at least one semester in an accredited MPH program and/or graduate program with background or interest in infectious diseases. S/he should possess writing skills and experience in research and analysis, including some experience (and comfort) in working with data.

OFFICE OF POPULATION AND REPRODUCTIVE HEALTH (FOUR INTERNSHIPS)

The Office of Population and Reproductive Health (PRH) strategic objective is to advance and support voluntary family planning and reproductive health programs worldwide. To achieve this objective, USAID's Office of Population & Reproductive Health:

- Exercises global leadership in policy, advocacy and services
- Generates, organizes and disseminates knowledge
- Provides support to the field for implementing effective programs

PRH provides leadership in population and family planning and related reproductive health services; manages a large portfolio of technical assistance, training, and communication projects that support field

programs; procures contraceptives and HIV/AIDS condoms; directs biomedical, social science, and operations research activities that address long-range needs and pertinent issues affecting the field; and provides scientific and technical input needed to ensure high-quality standards of practice for USAID family planning and reproductive health programs. This Office is comprised of four divisions: Commodity Security and Logistics; Policy, Evaluation and Communication; Research, Technology and Utilization; and Service Delivery Improvement.

To learn more, please visit: http://www.usaid.gov/our_work/global_health/pop/.

Internship No. 4 – Commodities, Securities and Logistics Division Health Analyst (graduate-level)

Introduction

The intern is assigned to the Commodities, Securities and Logistics (CSL) Division, one of four divisions in the Office of Population and Reproductive Health, Bureau for Global Health.

The CSL Division is comprised of 10 professionals with a wide range of technical expertise and experience. The mission of this division is to ensure the long-term availability of a range of high-quality contraceptives, condoms and other essential health supplies. Key to achieving this mission is contraceptive security – when people can choose, obtain, and use quality contraceptives and condoms for family planning and reproductive health and/or HIV/STI prevention.

The intern will serve primarily as a program analyst for the CSL division, but may also carry out other Bureau-wide duties and collaborative research with other Bureau staff. S/he will be supervised by the Division Chief, but will work closely with the entire team and colleagues from other Bureaus in USAID/Washington.

Qualifications

Qualified candidates will have completed at least one semester in an accredited MPH program and/or graduate program related to health. S/he should possess writing skills and experience in research and analysis, including some experience (and comfort) in working with data.

Duties and Responsibilities

1. Assist CSL in researching, drafting and presenting a paper based upon a survey of select or representative countries as well as select public (health) programs (i.e., food, water, immunizations) on the criteria used for determining who deserves subsidies and what form those subsidies take.
2. Prepare charts, briefing memoranda, position papers, correspondence and other analytical work as requested.
3. Attend programmatic-related events within and outside USAID as requested.

Internship No. 5 – Commodities, Securities and Logistics Division Health Analyst (graduate-level)

Introduction

The intern is assigned to the Commodities, Securities and Logistics (CSL) Division, one of four divisions in the Office of Population and Reproductive Health, Bureau for Global Health.

The CSL Division is comprised of 10 professionals with a wide range of technical expertise and experience. The mission of this division is to ensure the long-term availability of a range of high-quality contraceptives, condoms and other essential health supplies. Key to achieving this mission is contraceptive security – when people can choose, obtain, and use quality contraceptives and condoms for family planning and reproductive health and/or HIV/STI prevention.

The intern will serve primarily as a program analyst for the CSL division, but may also carry out other Bureau-wide duties and collaborative research with other Bureau staff. S/he will be supervised by the Division Chief, but will work closely with the entire team and colleagues from other Bureaus in USAID/Washington.

Qualifications

Qualified candidates will have completed at least one semester in an accredited pharmacology program and possess writing skills and experience in research and analysis, including some experience (and comfort) in working with data.

Duties and Responsibilities

1. Assist CSL in researching, drafting and presenting a paper based upon a survey of select or representative countries as well as select organizations (World Bank, WHO, UNICEF, GFATM, etc.) on the criteria used and process for (pre-) qualifying pharmaceutical companies in order to be eligible sources of supply.
2. Prepare charts, briefing memoranda, position papers, correspondence and other analytical work as requested.
3. Attend programmatic-related events within and outside USAID as requested.

Internship No. 6 – Commodities, Securities and Logistics Division Health Analyst (graduate-level)

Introduction

The intern is assigned to the Commodities, Securities and Logistics (CSL) Division, one of four divisions in the Office of Population and Reproductive Health, Bureau for Global Health.

The CSL Division is comprised of 10 professionals with a wide range of technical expertise and experience. The mission of this division is to ensure the long-term availability of a range of high-quality contraceptives, condoms and other essential health supplies. Key to achieving this mission is contraceptive security – when people can choose, obtain, and use quality contraceptives and condoms for family planning and reproductive health and/or HIV/STI prevention.

The intern will serve primarily as a program analyst for the CSL division, but may also carry out other Bureau-wide duties and collaborative research with other Bureau staff. S/he will be supervised by the Division Chief, but will work closely with the entire team and colleagues from other Bureaus in USAID/Washington.

Qualifications

Qualified candidates will have completed at least one semester in an accredited MPH program and/or graduate program related to health. S/he should possess writing skills and experience in research and analysis, including some experience (and comfort) in working with data.

Duties and Responsibilities

1. Assist CSL in researching, drafting and presenting a paper based upon a survey of select or representative countries that conduct their own procurements for contraceptives and condoms and what approaches they are taking and, if possible, compare and contrast this to what they are doing for procurement of other health commodities – using procurement agents, sourcing from UNICEF, conducting international bidding, purchasing from local suppliers, etc.
2. Prepare charts, briefing memoranda, position papers, correspondence and other analytical work as requested.
3. Attend programmatic-related events within and outside USAID as requested.

Internship No. 7 – Policy, Evaluation and Communication Division Health Analyst (graduate-level)

Introduction

The intern is assigned to the Policy, Evaluation and Communication (PEC) division of the Office of Population and Reproductive Health (PRH) in the Bureau for Global Health (GH).

The Policy, Evaluation and Communication division portfolio encompasses nine projects with annual funding in excess of \$90 million. The Division supports improved collection, analysis, and use of data in policymaking and program planning; and promotes policies, behavior change, and community norms that result in improved reproductive health outcomes. In addition, leadership of the Bureau's support for gender, population-health-environment, poverty-equity and reproductive health for refugees initiatives is housed in GH/PRH/PEC. PEC Division activities contribute to the Agency's goal of stabilizing world population growth and protecting human health primarily through family planning, but also through supporting initiatives in maternal health, child health, HIV/AIDS, and infectious diseases.

The intern will serve primarily as an analyst/program assistant for the PEC Division. S/he will be supervised by the Division Chief, but will work closely with the division and other colleagues from PRH.

Qualifications

Qualified candidates will have completed at least one year in an accredited MPH program and possess writing and communication skills, experience in research and analysis, and some ability to analyze budgets.

Duties and Responsibilities

1. Join the redesign team for two behavior change communication (BCC) projects and assist with researching best practices, and analyzing the latest data for BCC, planning and organizing technical and/or statistical information.
2. Assist the Policy team with management of Policy, Dialogue and Implementation Project and assist with the Poverty-Equity Working Group.
3. Under the supervision of the Division Chief work with division staff on general management-related activities like:
 - a. preparation of various program documents
 - b. developing data for use in briefings, publications and reports.
4. Attend programmatic-related events within and outside USAID as requested.

OFFICE OF HIV/AIDS (ONE INTERNSHIP)

The U.S. government has made the fight against HIV/AIDS a top priority, not only for humanitarian reasons, but because the HIV/AIDS crisis threatens the prosperity, stability, and development of nations around the world. USAID has funded almost \$6 billion since inception of its international HIV/AIDS program in 1986, more than any other public or private organization. USAID currently has HIV/AIDS programs in nearly 100 countries worldwide. These programs are managed by the Office of HIV/AIDS (OHA). OHA is also a major implementing partner in the President's Emergency Plan for AIDS Relief, the largest commitment ever by a single nation toward an international health initiative. The Emergency Plan is a five-year, \$15 billion, multifaceted approach to combating HIV/AIDS in more than 120 countries around the world.

For more information, visit: http://www.usaid.gov/our_work/global_health/aids/index.html#.

Internship No. 8 – Strategic Planning, and Implementation and Support Divisions Health Analyst (graduate-level)

Introduction

The intern will work in the Office of HIV/AIDS (OHA), Strategic Planning, and Implementation and Support Divisions.

S/he will work with two senior SPER staff members who have responsibilities for human capacity building, health systems strengthening and training, and the other Global Fund for HIV/AIDS, Tuberculosis and Malaria (GFATM). S/he will be supervised by one of these staff members, but will also be available to undertake tasks collaboratively with the other colleagues in the Office of HIV/AIDS and the Office of the Global AIDS Coordinator.

Qualifications

Qualified candidates will have completed at least one semester in an accredited MPH program, possess excellent written and oral communication skills, and be able to undertake guided analysis and research related to human capacity building and health systems strengthening issues.

Duties and Responsibilities

1. Work with the HCD staff member, assist in researching and analyzing information related to PEPFAR and the GFATM's work to date in supporting health systems strengthening and human capacity building.
2. Work with the GFATM staff member and the Interagency Global Fund Core Group to help conceptualize and put in place a process for monitoring outcomes of the Global Fund technical assistance being provided by USG entities.
3. Prepare charts, briefing memoranda, position papers, correspondence and other analytical work as requested.
4. Attend meeting and other events related to systems strengthening and capacity building for HIV/AIDS and the GFATM.

BASIC REQUIREMENTS AND SELECTIVE FACTORS:

- Applicants must be American citizens.
- Applicants must be graduate students.
- Applicants should be studying relevant disciplines with a health emphasis.
- Flexibility, initiative, enthusiasm, good interpersonal skills and energy are desired traits.
- Computer skills are a necessity.

QUALITY RANKING FACTORS (QRFs):

QRFs determine the ranking of qualified candidates in comparison to other applicants. They are:

QRF #1: Relevant educational and/or work experience including experience in or familiarity with international public health issues.

QRF#2: Goals and interests as they relate to USAID's mission.

QRF#3: Analytical capacity.

QRF#4: Written and oral skills.

The above QRFs have been assigned the following points:

QRF #1 – 20

QRF #2 – 20

QRF #3 – 20

QRF #4 – 20

Total Points – 80

BASIS OF RATING:

Applicants who meet the basic qualifications and selection factors will be further evaluated based on the quality ranking factors. Applicants are required to submit:

1. A Letter of Interest identifying the specific internship being applied for (e.g., “Internship No. 1 – Nutrition Division Health Analyst”) and addressing the Basic Requirements and Selective Factors and the Quality Ranking Factors (QRFs) listed in the solicitation, page 12.
2. A resume or Curriculum Vitae.

Failure to address every factor may result in your not receiving credit for all of your pertinent experience.

WHERE AND HOW TO APPLY:

Page one (1) of this solicitation described what the prospective intern “MUST submit.” This section will provide the where and how to apply; **ALL MATERIALS WILL BE SUBMITTED ELECTRONICALLY.**

Where to submit:

The prospective intern will submit by email her/his: 1) Letter of Interest, 2) resume or Curriculum Vitae to:

GHInternships@usaid.gov

How to submit:

In the subject line of ALL email messages, the format is:

[applicant’s last name], [applicant’s first name] – [identify the specific internship applied for (e.g., “Internship No. 1 – Nutrition Division Health Analyst”)]

EXAMPLE:

Lastname, Firstname – Internship No. 1 – Nutrition Division Health Analyst

Reference **within ALL materials/documents** (i.e., “RE:” or as a footer or header), to ensure consideration for the intended position, the **specific internship number and name** (e.g., “Internship No. 1 – Nutrition Division Health Analyst”) that you are applying for.

The acceptable file type is Microsoft’s Word (.doc) or Adobe’s Acrobat (.pdf).

The most qualified candidates may be interviewed by phone. It is also possible that reference checks may be conducted on those candidates selected for an interview.

Note: If a security clearance (or temporary clearance) is not obtained, the offer of employment may be rescinded.